

CalPERS EMPLOYER NEWS

Inside Summer 2011

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On the Cover

Santa Monica's Pacific Park at dusk. The city of Santa Monica is located in western Los Angeles County, which borders Ventura, Kern, San Bernardino and Orange Counties. City of Santa Monica is a CalPERS member since 1944.



CalPERS Educational Forum 2011

Mark your calendars for CalPERS Educational Forum at the Long Beach Convention Center, October 24 – 26, 2011.

It's time to get ready for the 2011 CalPERS Educational Forum, our annual three-day Forum full of indispensable information for CalPERS employers. The main focus of the Educational Forum is information sharing. We will be offering presentations and workshops on important issues, such as the changing environment in public retirement, employer contribution rates, the status of financial markets and their impact on employer costs, and health care reform.

We'll also show how the new my|CalPERS information technology system will change the way you do business with CalPERS. The new technology platform harnesses the power of the Internet to provide faster, more reliable, and more cost-effective service.

In addition to the workshops and presentations, you can meet with a CalPERS actuary, talk to representatives from all areas of CalPERS in our comprehensive exhibit area, and network with attendees from public agencies, school districts, community colleges, and State agencies. You can schedule appointments with CalPERS actuaries at the Forum, or in advance by calling **888 CalPERS** (or 888-225-7377).

You can also meet with the CalPERS Board of Administration and senior CalPERS managers at a welcome reception on Monday evening.

The \$300 registration fee includes all of the above, in addition to continental breakfast and lunch Monday through Wednesday.

Forum Registration

Find Forum registration information on the home page of our website at **www.calpers.ca.gov** under the heading Important Dates & Events. Registration materials will be sent to every CalPERS employer and to employer representatives who have attended previous Forums. The registration period is from August 1 to October 7, 2011, and online registration is available for those who wish to pay by credit card.

If you would like us to mail the registration materials to you, please send an email to **calpers_conference@calpers.ca.gov**. In the meantime, check our website periodically for updates about this year's Educational Forum.



Going Green—You Can Help

CalPERS promotes environmental responsibility by providing digital publications, thus reducing the environmental impacts of printing, processing, and delivery.

We encourage you to “Go Green” by accessing employer forms and publications at:

 www.calpers.ca.gov.

E-publications available include CalPERS Circular Letters, actuarial reports, and legislation information.

We proudly feature employer photos in *Employer News*



E-mail images to employer_services@calpers.ca.gov

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Chief Executive Officer: Anne Stausboll
Chief Actuary: Alan W. Milligan
Deputy Executive Officer: Robert Udall Glazier

Division Chief: Brad Pacheco
Managing Editor: Aubrey Henry
Design: Emory Ensign

P.O. Box 1802
Sacramento, CA 94229-2709

www.calpers.ca.gov
888 CalPERS (or 888-225-7377)

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100%PCW / 100%PCF

my|CalPERS Training Underway

The Public Employer Readiness Team (PERT) launched registration for my|CalPERS training on May 19, 2011. You may now register and start taking the training that will help prepare you for the new my|CalPERS system.

We offer computer-based training (CBT), instructor-led training (ILT) and webinar training (WT), so you can take the type of training that best suits your learning style. For your convenience, the subjects covered in our ILT courses are also provided in our webinars. ILT courses and webinars use the same simulated my|CalPERS training environment, materials, and scenarios.

To enhance your my|CalPERS training experience, we strongly recommend you complete *my|CalPERS Overview and Demographics for Employers* and *Profile Maintenance for Employers* CBTs prior to taking any webinar or ILT. They provide the foundation for all other my|CalPERS training, and are not covered in the ILT and WT training.

Our CBTs can be accessed 24 hours a day, seven days a week, and may be ideal, if you need a more flexible training option. When you register for a CBT module, you will immediately receive a link to start the course.

You may view as few, or as many, of the lessons or topics whenever you choose.

Registering for training is easy. Simply visit www.calpers.ca.gov/pert, navigate to the **my|CalPERS Training** page in the **Training and Education** area, and select the **Register Now** link. Register for the training you need by completing the easy step-by-step instructions. Training will be available through mid-November, but we recommend you register for training as early as possible to ensure you can attend the webinars and ILT courses that best fit your schedule. Training sessions may be added or canceled based upon the number of people who register.

If you have any questions about our training, please contact PERT via email at CalPERS_PERT4U@calpers.ca.gov or by calling our toll free number **888 CalPERS** (or 888-225-7377).



Registering for training is easy:

- 1** Visit www.calpers.ca.gov/pert.
- 2** Go to the **my|CalPERS Training** page in the **Training and Education** area.
- 3** Select the **Register Now** link.

Where We've Been...and Where We Are Now

Over the past three years, the Public Employer Readiness Team (PERT) has partnered with you to prepare for the September 2011 launch of my|CalPERS. We have provided, and continue to provide, the information, educational opportunities, and resources you need to prepare. As a refresher, we would like to revisit some of the key points we have communicated in the past, and share currently available information.

Where We've Been

We kicked off our efforts in the fall of 2008, when we provided information on what was to come and asked you to select a payroll reporting method. Then, in the spring of 2009, we concluded a series of face-to-face sessions targeting employers who decided to report payroll using the File Upload or File Transfer Protocol (FTP) options.

We hit the road in August of 2010 and visited CalPERS regional offices, where we provided demonstrations that previewed some of the capabilities of the new system. In the fall of 2010, we concluded educational outreach, which provided a high-level overview of the business policy and procedural changes that will take effect at launch.

Some of the main business process changes that will occur when

my|CalPERS becomes operational for employers include the following:

- Automated Communications Exchange System (ACES) and CalPERS provided software will be decommissioned.
- Payroll contribution data submitted using tape, diskette, or prelist will no longer be accepted.
- Enrollments will be reported electronically through my|CalPERS.
- CalPERS Supplemental Income 457 Plan contributions will be reported directly to CalPERS.

Where We Are Now

Between now and September 19, we are focusing on file readiness testing, training opportunities, and system conversion. We know that you will want to know how to navigate within the new system, find details on all of the features and functions of my|CalPERS, and achieve a smooth transition to all

of the self-service capabilities that will soon be at your fingertips.


Visit the PERT area of CalPERS On-Line at www.calpers.ca.gov often so that you can see the latest information available. Not only can you register and access training on using the new system; you can access valuable reference resources, including:

- Technical Toolkit
- Data Element Definitions
- Get Ready Overview
- Frequently Asked Questions
- System Conversion Impacts for Employers

PERT looks forward to further partnership with you during the coming months. We are excited to help you prepare for the new my|CalPERS system, which will revolutionize the way you interact with CalPERS.



Keep Your Training Calendar Current

Be sure to stay up-to-date with the latest information on upcoming my|CalPERS training this spring by visiting the Public Employer Readiness Team (PERT) area of CalPERS On-line. There, you can register for computer-based, instructor-led or webinar training and find the latest information on my|CalPERS conversion activities. Please visit the PERT area at  www.calpers.ca.gov/pert and stay informed.

HEALTH NEWS

Health Benefits Open Enrollment

The 2011 Health Benefits Open Enrollment period begins October 10 and ends November 4, 2011.

In mid-August, you will receive a supply of Open Enrollment publication packets. These packets will contain the **Health Benefit Summary** and **Health Program Guide**. In that shipment, you will also receive a supply of posters that you can display at your worksite to remind employees of the dates for this year's Open Enrollment and to promote the Health Plan Chooser online tool. You may request the **CalPERS Medicare Enrollment Guide** by contacting the CalPERS Agency Request Unit at (916) 795-1493, fax (916) 795-3281, or email PublicAgencyRequests@calpers.ca.gov.

CalPERS promotes the use of digital publications to reduce the environmental impacts of printing, processing, and delivering publications. With your support, we can reduce waste by encouraging employees to access Open Enrollment publications at www.calpers.ca.gov. The Open Enrollment publications will be available online August 8, 2011, and throughout the year.

Active employees and annuitants enrolled in a CalPERS health plan prior to July 1, 2011, will receive an Open Enrollment packet starting in mid-

August. The member Open Enrollment packet will contain:

Open Enrollment Newsletter

reports Open Enrollment dates and information about health benefit or program changes.

Annual Health Plan Statement

identifies the member's current health plan and lists family members enrolled under the plan.

Health Plan Premium Rate Sheet & Postcard

lists the monthly premiums for health plans available in the Members area.

We will send you any Open Enrollment packets for active employees that are returned to us as undeliverable. If you receive these, please help us improve the accuracy of our data by updating the employee's address. You can find more information on how to update employee information by visiting the For Employers area of CalPERS On-Line at www.calpers.ca.gov.

You can expect to receive additional information regarding Open Enrollment through Circular Letters and CalPERS Employer eBulletins.



Connect With Us Online

CalPERS offers many ways to stay informed and engaged with us, including Facebook, Twitter, YouTube, and CalPERS eSubscriptions.

facebook

Find us on Facebook at facebook.com/mycalpers

twitter

See our Twitter page at twitter.com/calpers


YouTube

Check out our videos at youtube.com/user/CalPERSNetwork



Our site CalPERSResponds.com educates our employers, members, and stakeholders about emerging issues including pension security, investments, and health care.

You can view the site at:

 CalPERSResponds.com.

Health Open Enrollment October 10 – November 4, 2011

- ✓ Enroll in the CalPERS Health Program
- ✓ Change health plans
- ✓ Add eligible family members to your plan

The California Health Benefit Exchange

When health care reform became law more than a year ago, it marked the end of one long journey and the beginning of another. With the passage of the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010, (together referred to as the Affordable Care Act or ACA), our nation's focus shifted from debate toward developing the infrastructure necessary to make affordable health care available to all Americans. That infrastructure includes the California Health Benefit Exchange.

Governed by a five-member Board, the Exchange will serve as a transparent, organized marketplace through which Californians can access a choice of health plans.

From the beginning, CalPERS supported the reform necessary to maintain quality care and contain costs for employers and their employees. Now, our support extends to the Exchange Board as well. As we embark on the monumental task of implementing a health benefits exchange, we are ready to lend experience and expertise whenever possible.

In 2014, the Exchange will be a new marketplace for individuals and small businesses seeking to purchase health insurance in California. The ACA and the Exchange Board will allow Californians to benefit from many health care elements CalPERS has long championed, such as expanded access to coverage, stabilized health premiums, and protection against medical

bankruptcies. Once implemented, these changes will dramatically shape the future of health care in our country and ultimately reduce costs for employers and our members.

As the nation's largest non-federal health care purchaser, CalPERS has a keen interest in the successful implementation of the Exchange and looks forward to the positive impact it will have on health care accessibility for generations to come. State and public agency employees and their families have long enjoyed quality health care benefits offered through CalPERS. Soon, Californians in the individual and small business markets will also have access to a choice of qualified health plans and comparative information.

Health Plan Chooser

Providing employees with accurate answers to their health plan questions can be difficult. That's why CalPERS offers the Health Plan Chooser. This easy-to-use online tool is available year-round to help your employees make health plan decisions or learn more about the benefits they already have.

The Health Plan Chooser gives your employees a convenient way to evaluate their health plan options and make an educated decision about which plan is best for them. They can weigh plan benefits and costs, search for specific doctors, and view overall plan satisfaction and quality ratings. They can also use it to:

- Evaluate health plan options

- Find a new primary care doctor or specialist
- Review covered services and estimate out-of-pocket costs
- Identify medications on their health plan's prescription drug formulary list
- Access Evidence of Coverage booklets

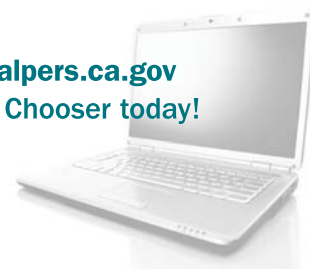
The Chooser guides your employees through a series of steps to provide key information about each health plan. At each step, employees can relate how well the plan fits their needs. When they finish, the Chooser provides a results summary chart highlighting the plan(s) they rated as the best fit within each category. This illustrates which plans best meet their specific needs.

Your employees can access the Health Plan Chooser by visiting the Members area of CalPERS On-Line at www.calpers.ca.gov, selecting the **Health Benefits** link, and then the **Health Plan Chooser** from the shortcuts menu.

The Health Plan Chooser

An online service for CalPERS members

Visit www.calpers.ca.gov
and use the Chooser today!



Save Time, Save Money... Reconcile Your Health Premium Bill Monthly

We all know health care is expensive. Here is your chance to help CalPERS help you lower health care costs. Make it a part of your monthly activities to reconcile your health premium bill. Check to ensure you are being billed for your active employees and retirees and not paying for inactive/ineligible members. Here are some helpful tips that will save you money and time:

- Submit approved resolutions for contract changes timely.
- Report health enrollment transactions accurately and timely to ensure transactions will be reflected on the invoice (retain Health Benefits Plan Enrollment [HBD-12] and Declaration of Health Coverage [HBD-12A] forms on file for all employees).
- Confirm health enrollment changes by using the Automated Communications Exchange System (ACES) Participant Status Change Report and Participant Report.
- Reconcile invoices monthly to ensure coverage of only eligible members.
- Report the timely separation of members or deletion of dependents to receive the six months maximum reimbursement amount for health premiums (refer to Circular Letter #600-215-05 at www.calpers.ca.gov).
- Ensure that CalPERS receives payments by the 10th day of each month; allow two banking days from the debit date for Electronic

Fund Transfer (EFT) payments to be received.

- Send a copy of the invoice with your monthly payment and always pay as billed.

Timely reporting and reconciling health premium invoices will keep costs down for you, your employees, and our health plans. If you have any questions, please contact CalPERS at **888 CalPERS** (or **888-225-7377**) or refer to the ACES information in the For Employers area of CalPERS On-Line (www.calpers.ca.gov) for information regarding the Public Agency Billing function.

New CalPERS Organizational Structure

CalPERS has taken a strategic approach to examine how our organization is structured so we can better respond to external challenges and the needs of our employers and members.

The new CalPERS organizational structure went into effect on April 4, 2011. The change allows delivery of improved customer service to employers, enhances risk management and fiscal accountability, and expands capabilities for policy development and research. It also positions the organization for its new self-service technology platform – my[CalPERS] – that will streamline business transactions with employers.

As part of the change, Customer Services and Support, headed by Donna Lum, Deputy Executive Officer,

combines the operations of CalPERS primary business lines of pensions and health care under a single point of leadership to provide a one-stop shop for employers.

This area includes the following four divisions: Customer Account Services, Benefit Services, Affiliate Programs Services and Customer Service and Outreach, which contains the CalPERS Customer Contact Center. CalPERS phone numbers and addresses have not changed and should continue to be used by members, employers, and business partners, unless otherwise notified.

A copy of the CalPERS new organizational chart and division descriptions can be found in the About CalPERS area on our website at www.calpers.ca.gov.



Service Retirements

Please remind your employees of the importance of planning ahead for retirement. Employees should submit their service retirement applications to CalPERS at least 60 days but no earlier than 90 days before their desired retirement date.

For more information on the retirement process, employees should view the *Retirement Planning Checklist* in the Members area of our website at

 www.calpers.ca.gov.

CalPERS Promotes Wellness and Disease Management Programs

Long-term management of chronic diseases is one of the biggest health care challenges facing the United States, and a key contributor to increased health care costs. One in 10 adults in America has diabetes, according to the Centers for Disease Control (CDC), making it the sixth highest cause of death nationwide. The CDC estimates that in California as of 2009, 2.2 million adults, or 8.3 percent of the population, were living with the disease, a number that has risen steadily from 5.2 percent just 15 years ago.

In an effort to manage chronic disease and promote employee health, CalPERS has collaborated on several comprehensive pilot programs designed to improve the lives of our members.

The **Pharmacist Care for Diabetes** pilot is a joint effort of CalPERS, Blue Shield of California, Raley's pharmacies and the University of California, San Francisco to help members who have type 2 diabetes learn to better control their condition, and use diabetes medications more effectively and safely. The program will increase communication between members, pharmacists and physicians as well as measure member medical compliance, blood sugar control, blood pressure, foot and eye health, and other clinical outcomes.

Kaiser Permanente is piloting a program to aid high-risk diabetic patients through enhanced risk assessment targeting, education, lifestyle support, and health management opportunities. The project involves a coordinated worksite wellness program for staff at two local public agencies, Solano County and California State University at Northridge.

April 2011 saw the launch of two new worksite wellness pilots. The first, "Cruzin' to Health," was launched in Santa Cruz by the Institute for Health and Productivity Management. County employees will be able to participate in a worksite wellness curriculum known as "Changes That Last a Lifetime" (CTLL). Organizations around the world have used CTLL successfully. Cruzin' to Health is paid for by a grant from the Institute for Health and Productivity Management.

The second pilot, "Living Well," is a Blue Cross/Blue Shield worksite wellness program for California Department of Public Health employees at the Richmond campus. The program includes financial incentives and peer group interaction to encourage maximum participation. Activities include onsite biometric screenings, a wellness assessment, multi-week activity challenges, and ongoing education and support materials, including **Weight Watchers at Work**.

Employee turnover is costly, and a worksite wellness program is an added benefit that can encourage employees to stay. Wellness programs provide employees with the needed



Worksite Wellness Definition:

"An organized program in the worksite that is intended to assist employees and their family members in making voluntary behavior changes which reduce their health and injury risks, improve their health consumer skills and enhance their individual productivity and well-being".

Wellness Council of America

Continued on page 9



*Be well, and
well informed*

At CalPERS, we care about your health. We want you to be healthy and stay healthy. We also want to help you understand how the health care choices you make affect your well-being and the premiums you pay. Learn more at:

www.calpers.ca.gov/bewellinformed

System Conversion Impacts

In April 2011, the Public Employer Readiness Team (PERT) published *System Conversion Impacts for Employers*, a document that provides important information about the upcoming transition to the new my|CalPERS system.

This transition is a critical time in which we will prepare data for conversion, freeze the legacy applications, and migrate to the system.

System Conversion Impacts for Employers is intended to serve as a tool to prepare your organization. It contains a detailed list of the critical freeze dates and related business activities that may impact your agency during the time leading up to, during, and immediately after the launch of my|CalPERS.

You can find this document on the special system conversion Web page in the PERT area of CalPERS On-Line at www.calpers.ca.gov. Please check there for updates and the latest information on system conversion.

PERT is committed to working with you and addressing your questions and concerns regarding system conversion. If you have any questions, please call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

System Conversion: Payroll Contribution Impacts

The Public Employer Readiness Team (PERT) would like to remind employers of the system conversion impacts on payroll contribution reporting and payments. By reviewing the critical dates listed below and following the instructions, you will help ensure a smooth transition to the new my|CalPERS system.

You can find this information and more on the system conversion page in the PERT area of CalPERS On-Line. If you have any questions about system conversion, please call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Payroll Contribution Reporting

Date	Instructions
July 31, 2011	Submit June payroll contribution reporting no later than this date.
August 1 – September 18, 2011	Hold July and August payroll contribution reporting and corrections.
September 19, 2011	Begin processing payroll contribution reporting in my CalPERS for July, August, and September, using the reporting method chosen by your agency: <ul style="list-style-type: none">• Online Data Entry (using copy forward functionality)• File Upload• File Transfer Protocol (FTP)

Payroll Contribution Payments

July 1, 2011	Begin using the new Remittance Advice Form (available on the System Conversion Web page in the PERT area of CalPERS On-Line) to submit your July and August payroll contribution payments.
September 19, 2011	Begin processing payroll contribution payments in my CalPERS.

Early Test Group Proves Successful

Readiness testing helped us improve payroll reporting tools.

The Public Employer Readiness Team (PERT) kicked off file readiness testing by partnering with an Early Test Group (ETG), which piloted file testing activities March 21 – April 15, 2011. The business partners who made up the ETG represented a cross section of the overall file reporting population. Their participation in testing and validating electronic file submissions were instrumental in helping PERT prepare for the Full Test Group (FTG).

During the testing period, the ETG reviewed agency documentation, utilized support tools, engaged in the file testing processes, and tested payroll files for validation. Five ETG partners submitted payroll files into the testing environment. We were pleased that all five of these partners

were able to submit files that not only met the XML file structure requirements, but also the data content requirements. These results were very encouraging.

By having the ETG utilize the testing environment, we were able to better gauge the experience business partners will have after the launch of the myCalPERS system in September. It also allowed us to see where improvements were necessary to ensure a good experience for file reporters.

PERT appreciates our ETG partners' considerable efforts during file readiness testing activities in addition to completing the development of their XML files ahead of schedule.

Thanks to their input, we were able to begin testing with the FTG with a high degree of confidence that business partners will have the tools they need when myCalPERS launches.



Continued from page 7

tools, knowledge, and support to make lifestyle changes. Results include improved health and quality of life, lowered absenteeism, and increased productivity.

Additional pilot projects are ongoing in the areas of disease management, prevention wellness, and service delivery/coordination of care. CalPERS uses the results and recommendations from these projects to:


- Improve member wellness and health
- Improve delivery of health care services

- Reduce medical expenses
- Enhance patient safety and quality of care
- Increase the value of health premiums
- Coordinate care efficiently across providers

Go to CalPERS On-Line at www.calpers.ca.gov and access the **Employer Tool Kit** to view and print **Working Together for Workplace Wellness** and other wellness promotion materials.

Stay Informed with CalPERS Employer eBulletin

Stay up-to-date with the latest employer news by subscribing to **CalPERS Employer eBulletin**. You and your employees will receive important information, sent straight to your email box as news is released. Direct links to online **CalPERS Circular Letters**, Board of Administration information and other communications are attached to every eBulletin update, giving you and employees direct access to additional information related to every posting.

To subscribe to **CalPERS Employer eBulletin**, go to **CalPERS On-Line** at  www.calpers.ca.gov and choose **Sign Up for CalPERS Employer eBulletin** under the **Employers** area.



Events of Interest

August 2011 through October 2011

August	11	Health Benefits Constituent Work Group	CalPERS Headquarters	400 Q Street, Room 1140, Lincoln Plaza North, Sacramento
	15	Investment Committee, Investment Policy Subcommittee, Risk Management Committee	CalPERS Headquarters	400 Q Street, Room 1140, Lincoln Plaza North, Sacramento
	16	Benefits and Program Administration Committee, Health Benefits Committee, Performance and Compensation Committee	CalPERS Headquarters Auditorium	400 Q Street, Lincoln Plaza North, Sacramento
	17	Board of Administration	CalPERS Headquarters Auditorium	400 Q Street, Lincoln Plaza North, Sacramento

September	5	Labor Day	State Offices Closed	
	8	Health Benefits Constituent Work Group	CalPERS Headquarters	400 Q Street, Room 1140, Lincoln Plaza North, Sacramento
	12	Investment Committee, Performance and Compensation Committee	CalPERS Headquarters	400 Q Street, Room 1140, Lincoln Plaza North, Sacramento
	13	Benefits and Program Administration Committee, Health Benefits Committee, Finance Committee	CalPERS Headquarters Auditorium	400 Q Street, Lincoln Plaza North, Sacramento
	14	Board of Administration	CalPERS Headquarters Auditorium	400 Q Street, Lincoln Plaza North, Sacramento



Employer Education & Events

CalPERS offers educational workshops to assist you in meeting retirement program requirements. Visit **CalPERS On-Line** at  www.calpers.ca.gov.

October	17	Investment Committee, Investment Policy Subcommittee, Risk Management Committee CalPERS Headquarters	CalPERS Headquarters	400 Q Street, Lincoln Plaza North, Sacramento
	18	Benefits and Program Administration Committee, Health Benefits Committee, Finance Committee	CalPERS Headquarters, Auditorium	400 Q Street, Lincoln Plaza North, Sacramento
	19	Board of Administration	CalPERS Headquarters, Auditorium	400 Q Street, Lincoln Plaza North, Sacramento

Note: Meeting announcements and workshop registration information are published on our website and through the Circular Letter process when they become available. Meetings are subject to change.



Mark Your Calendars

Registration for the 2011 Educational Forum opens August 1st and runs to October 7th. Find Forum registration information on the home page of our website at www.calpers.ca.gov under the heading Important Dates & Events.

my|CaIPERS

2011 — THE YEAR OF MY|CALPERS

my|CaIPERS will be launching September 2011.
Are you ready?

The CaIPERS Public Employer Readiness Team (PERT) is here to help you prepare for launch. Our website contains up-to-date information on everything you need to get ready:

- File Readiness Testing
- Conversion
- Training and Education
- And more!

Visit www.calpers.ca.gov/pert



CaIPERS EMPLOYER NEWS

California Public Employees' Retirement System
Office of Public Affairs
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